



BROADBANDUSA

CONNECTING AMERICA'S COMMUNITIES

FOR MORE INFORMATION

www.recovery.gov
www.broadbandusa.gov

National Telecommunications
and Information Administration
1401 Constitution Avenue, NW
Washington, DC

Broadband Technology
Opportunities Program

HOW TO REGISTER ON FEDERALREPORTING.GOV

INTRODUCTION

You must register on FederalReporting.gov within 10 business days after receiving the grant award notification email from the Grants Online (GOL) system. Follow the directions below to complete the process.

BACKGROUND

FederalReporting.gov serves as the official government Web site for American Recovery and Reinvestment Act of 2009 (ARRA) reporting. ARRA requires recipients of Broadband Technology Opportunities Program (BTOP) grants to submit reports on funds received no later than 10 calendar days after the end of each quarter.

HOW TO REGISTER

Required Information

You will require the following information to register on FederalReporting.gov:

- E-mail address
- Dun & Bradstreet Data Universal Numbering System (DUNS) number (all grantees)
- A valid Central Contractor Registration (CCR)
- Grant fund amount.
- NAICS code: **237130** (*BTOP infrastructure projects only*)

FederalReporting.gov Registration

- **Step 1: If you are not enrolled in CCR, you must enroll before you can complete your FederalReporting.gov registration** (see below). [Note: your CCR registration will require three to four days to sync up with FederalReporting.gov. Registration on FederalReporting.gov cannot begin until this process is completed. An "error" message means the process is not complete. Periodically check back until you are able to continue the registration process.]
- **Step 2:** Once your CCR registration is available on the FederalReporting.gov web site, click on "Register Now." Enter all personal information including e-mail address and phone number. The e-mail address you enter will be your log-in username.
- **Step 3:** Complete the information as requested and hit "Submit." [Note: the DUNS number entered must match the DUNS included in the awardees' BTOP award documentation and the CCR registration.]
- **Step 4:** You will receive an e-mail confirming that your registration is complete.
- **Step 5:** Email a copy of the confirmation email to your Federal Program Officer and your Grant Specialist.
- **Step 6:** Once registered, please call 877-508-7386 to request a copy of your FederalReporting.gov Personal Identification Number (FRPIN), which you will need to submit a report to FederalReporting.gov.

Central Contractor Registration (CCR)

You must complete the CCR registration process at <https://www.bpn.gov/ccr/default.aspx> before registering at FederalReporting.gov. The following information is needed to complete CCR registration:

- A valid DUNS Number. Visit <http://fedgov.dnb.com/webform> for information on applying for a DUNS number
- Tax Identification Number (TIN) and taxpayer name
- Statistical information about the grantee's business
- Electronic Funds Transfer (EFT) information.

RESOURCES

If you need assistance with FederalReporting.gov registration, please refer to the following resources:

- The FederalReporting.gov helpdesk telephone number is 877-508-7386.
- FederalReporting.gov Frequently Asked Questions: <https://www.federalreporting.gov/federalreporting/faq.do>
- FederalReporting.gov Live Help Desk: <http://federalreporting.gov/>. Click on "Live Help"
- Your assigned BTOP Federal Program Officer
- BroadbandUSA.gov

